

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 12-154**

**OPEN TO:** All Interested Candidates

**TITLE:** Financial Clerk

**GRADE:** GRADE: FSN-6 (Rs.603,027 P.A. to Rs. 1,094,434 P.A.)

**Position No:** 80105-009

**OPENING DATE:** September 11, 2012

**CLOSING DATE:** September 24, 2012

**AGENCY:** USAID

**LOCATION:** ISLAMABAD

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent serves as Document Control Coordinator in the USAID/Pakistan Office of Financial Management (OFM). The primary purpose of this position is to perform Document Control Coordination for the Office, and the maintenance of the ASIST online filing system using proprietary Documentum software. The incumbent serves as the principal e-librarian for USAID Mission Accounts Payable System files and ensures that all vouchers received by Office of Financial Management are date-stamped upon arrival and recorded in the Phoenix Invoicing Module (IM) within two days of receipt. The incumbent serves as back-up to the OFM Administrative Assistant. Incumbent helps maintain the OFM correspondence tracking system and files, in accordance with established USAID and Mission policies and procedures.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of fourteen years of education in finance or accounting is required.

**EXPERIENCE:** At least two years of experience as a secretary and/or administrative assistant is required. Experience in handling of financial data which involves extensive use of computers is required.

**LANGUAGE:** Level IV English (fluent proficiency) Reading/Writing/Speaking in of English and Urdu is required. This may be tested.

**KNOWLEDGE:** The incumbent must be able to quickly develop a good working knowledge of the organization and financial management procedures and processes which includes knowledge of appropriate portions of the ADS regulations, Mission Orders, and Agency Directives applicable to the work. Must have an understanding of the Mission organization structure and how administrative work flows through the organization.

**ABILITIES & SKILLS:** The ability to work effectively in a team environment is required. The incumbent must demonstrate flexibility when required to move from one activity to another in the performance of daily office duties. Good communication skills are required in order to maintain working relationships within Office of Financial Management and the other Mission sections/agencies. The ability to read, comprehend and logically apply complicated regulations, directives, and procedures relating to voucher examining process is required. The incumbent should be proficient in computer applications and be able to work in word processing and spreadsheet applications.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-154) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan**  
**U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 24, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.